# Job Title: Mail and Copy Clerk

**Department:** Finance

**Immediate** 

**Supervisor:** Procurement Manager

<b>Origination Date:</b>	07/01/2001
<b>Revision Date:</b>	07/1/2012
Job Grade	800
FLSA Status	Non-exempt

### **BRIEF DESCRIPTION OF THE JOB:**

Processes and distributes incoming and outgoing mail, makes copies of paperwork as requested by City departments, and provides assistance as needed.

### **ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	M	Processes incoming and outgoing mail by retrieving, sorting and distributing external mail, packages and inter-departmental communications, using postal scales to determine correct postage, sorting and bundling mail, keeping records of mail production, costs, and postage meter transactions, and delivering mail to the post office.
2	M	Delivers mail, packages, and completed copy jobs to all city buildings and departments.
3	L	Prepares forms, and sets up digital files in preparation for printing, makes copies as required and outputs various printed materials as needed. Uses copy machines and binding equipment to assemble training materials, reports, and projects.
4	L	Performs maintenance on copy equipment, and contacts vendors for supplies and services.
5	S	Processes purchase requisitions under \$5000, scans and emails approved purchase orders to requestor, provides support to procurement specialists on an as-needed basis, including processing requests for quotes, and bid announcements.
6	S	Manages liquidation of surplus property process, processes incoming Declaration of Surplus Property forms, verifies that surplus liquidation is in complaince with Capital Assets Policy & Guidelines.
7	S	Oversees toner recycling by returning used recyclable toner cartridges to vendors, and disposing of non-recyclable toner cartridges.

## JOB REQUIREMENTS:

	JOB REQUIREMENTS
Formal Education/ Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	No experience required.
Certifications and Other Requirements	Valid Driver's License.
Reading	Work requires the ability to read basic operational, technical and office processes.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write basic operational, technical and office processes.
Managerial	Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure.
Policy/Decision Making	Moderate – The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review.
Technicial Skills	Limited Application - Work requires the use of standard technical skills appropriate to the work environment of the organization. Limited analysis and independent thinking is utilized.
Interpersonal/Human Relations Skills	Moderate - Work requires regular interaction involving exchange and receipt of information. The purpose of interactions is primarily the sharing of information.

### **Physical Demands**

**Frequency Code Scale** 

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical	Frequency Code	Description:	Physical	Frequency Code	Description:
Demand	(Mark only one)	(Check all that apply)	Demand	(Mark only one)	(Check all that apply)
Standing	□ N □ R □ O □ F ⊠ C	☐ Making presentations ☐ Observing work site ☒ Observing work duties ☒ Communicating with co-workers	Pushing/ Pulling	□ N □ R ☑ O □ F □ C	☐ File drawers ☑ Equipment ☐ Tables and chairs ☐ Hoses
Fine Dexterity	□ N □ R ⊠ O □ F □ C	<ul> <li>☒ Computer keyboard</li> <li>☒ Telephone keypad</li> <li>☐ Calculator</li> <li>☒ Calibrating equipment</li> </ul>	Climbing	□ N □ R □ O □ F □ C	⊠ Stairs     □ Ladders     □ Step stools     □ Onto equipment
Walking	□ N □ R □ O □ F ⊠ C	<ul><li>☑ To other departments/offices</li><li>☑ Around work site</li></ul>	Vision	□ N □ R □ O □ F ⊠ C	<ul><li>☒ Reading</li><li>☒ Computer screen</li><li>☒ Driving</li><li>☐ Observing work site</li></ul>
Lifting	□ N □ R ⊠ O □ F □ C	⊠ Supplies □ Equipment □ Files	Foot Controls	□ N □ R □ O □ F ⊠ C	<ul><li>☑ Driving</li><li>☐ Operating heavy equipment</li><li>☐ Operating Dictaphone</li></ul>
Carrying	□ N □ R ⊠ O □ F □ C	⊠ Supplies □ Equipment □ Files	Balancing	□ N □ R ⊠ O □ F □ C	☐ On ladders ☐ On equipment ☐ On step stools
Sitting	□ N □ R □ O ⊠ F □ C	☐ Desk work ☐ Meetings ☑ Driving	Bending	□ N □ R □ O ⊠ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground ☒ Making repairs
Reaching	□ N □ R ⊠ O □ F □ C	☑ For supplies ☐ For files	Crouching	□ N □ R ☑ O □ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O ⊠ F □ C	☑ Paperwork ☐ Monies	Hearing	□ N □ R □ O □ F 図 C	<ul><li>☒ Communicating via telephone/radio, to co-workers/public</li><li>☒ Listening to equipment</li></ul>
Kneeling	□ N ⊠ R □ O □ F □ C	☐ Filing in lower drawers ☑ Retrieving items from lower shelves/ground	Twisting	□ N □ R □ O □ F ☑ C	<ul><li>☒ From computer to telephone</li><li>☒ Getting inside vehicle</li></ul>
Crawling	⊠ N □ R □ O □ F □ C	☐ Under equipment ☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O ⊠ F □ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

Dhysical Domonda (continue	. J)								
<b>Physical Demands (continuo</b>	·								
Machines, Tools, Equipmen									
Telephone, Computer, Copy Machine,	Vehicle, Stamp	Machine, Bindi	ing Ma	achine, Fo	olding Machi	ne, Cal	culator		
Computer Equipment and S	Software:								
Printer, Scanner, DVD/CD Duplicators									
E									
Environmental Factors:  Environmental Condition	oma	Novem	Can	aama11	Several T	imaa	Several Ti		Doile
Environmental Conditi	ons	Never	Sea	sonally	Per Moi		Per Wee		Daily
Extreme temperature				_					
(heat, cold, extreme temp. changes f	rom outside			X					
work) Wetness and/or humidity		_		_	_				
(bodily discomfort from moisture)				$\times$					
Respiratory hazards		×							
(fumes, gases, chemicals, dust and d	lirt)								
Noise and vibration (sufficient to cause hearing loss)		X							
Physical hazards									
(high voltage, dangerous machinery	, aggressive	×							
prisoners, patients – <u>not customers</u> )									
Health and Safety Condition	ns:								
Health and Safety Conditions	N = Never	R = Rarel	y	O = Oc	casionally	F=	Frequently	C =	Constantly
	Never	Less than		1/3 or	more of	_	n 1/3 to 2/3	2/3	or more of
	occurs	hour per we	eek	the	time	of	the time	1	he time
Mechanical hazards		×							
Chemical hazards	X				<u> </u>		<u> </u>		
Electrical hazards Fire hazards	X X				<u> </u>				<u> </u>
	X								
Explosives Communicable diseases	X								
Physical danger or abuse	X								
Other (specify)									
Primary Work Location:  ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhood ☐ Outdoors ☐ Other (Specify) ————————————————————————————————————									

#### **Job Demands**

### **Overall Strength Demands:**

	Overall Strength Demands
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
⊠ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
□ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

### **Non-physical Demands:**

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	×			
Emergency Situations			×	
Frequent Change of Tasks		$\boxtimes$		
Irregular Schedule/Overtime			×	
Performing Multiple Tasks Simultaneously		$\boxtimes$		
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work	×			
Noisy/Distracting Environment			×	
Other (Describe below.)				

#### **EXPECTED BEHAVIOR:**

### **Staff – Expected Behavior**

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite

- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

#### **SIGNATURES—REVIEW AND COMMENT:**

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
Job Title of Department Director	Signature of Department Director	Date
ents:		

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.